

April 17, 2018

PIN 18-05-CCLD

TO: ALL COMMUNITY CARE PROVIDERS

FROM: *Original signed by Pamela Dickfoss*
PAMELA DICKFOSS
Deputy Director
Community Care Licensing Division

SUBJECT: **ADULT AND SENIOR CARE ONLINE APPLICATION TESTING
OPPORTUNITY**

Provider Information Notice (PIN) Summary

PIN 18-05-CCLD announces the opportunity to take part in testing the Adult and Senior Online Application System. The on-line applications system will allow applicants to submit applications electronically. In order to ensure the on-line application system is working to meet the needs of the applicants, your feedback is requested through the testing process.

The California Department of Social Services (CDSS), Community Care Licensing Division (CCLD), Adult and Senior Care Program (ASCP) is pleased to announce that the Centralized Applications Bureau is launching the Online Application System. The Department invites you to join us for the testing period to test performance and obtain your feedback on the system.

It is the Department's commitment to uphold the CCLD Adult and Senior Care Program's mission to optimize the health and safety of adults and seniors in community care settings. The online application system is a step toward furthering this commitment.

The testing will be held on-site at the week of May 7, 2018 for a 3-4 hour period at the following locations:

California Department of Social Services

1. Sacramento ASCP Regional Office, 744 P Street, Sacramento, CA 95814
2. Riverside ASCP Regional Office 1650 Spruce Street, Suite 200, Riverside, CA 92507
3. Woodland Hills ASCP Regional Office 21731 Ventura Boulevard, Suite 250, Woodland Hills, CA 91364

Participants will be selected on a first come first serve basis with up to 10 testers at each location. A computer will be available and participants will be asked to enter a sample application into the on-line system and to provide feedback on areas that may need more instructions or clarification for the users.

Please send your request to participate via e-mail to CCLASCPBusinessServices@dss.ca.gov and include On-Line Testing Opportunity in the subject line of the e-mail and your name, telephone number and your availability for the week of May 7, 2018 for a 3-4 hour period per session. A confirmation e-mail will be sent to the selected testers with the date and time and all others will receive notification of regret.

If you have any questions, please contact Julia Kim, Manager at (916) 657-2600.